HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

Minutes of the Regular Session of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, February 19, 2013 at 10:00 A.M., in meeting room 4C located on the fourth floor of the Administration Building.

HR COMMITTEE MEMBERS PRESENT: Maly, Ballweg, Frohling, Greshay and Marsik

ALSO PRESENT: Joseph Rains, Human Resources Director; Sarah Eske, Human Resources Analyst; James Mielke, Dodge County Administrator; Alyssa Schultz, Division Manager, Human Services and Health; Kathy Ryan, Division Manager, Human Services and Health.

Meeting called to Order by Chair Maly at 10:00 a.m.

Roll call was taken. All members present.

Rains verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Marsik to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Greshay. Motion carried.

Maly asked if anyone present had any public comments.

None were heard.

Motion by Marsik to approve the minutes of the February 5, 2013 regular meeting of the Human Resources and Labor Negotiations Committee. Second by Frohling. Motion Carried.

Rains explained that the agenda item regarding Policy 218 - Vacation was carried over from the last meeting so all Committee members could be present to discuss and consider. Rains explained that he has received questions regarding Policy 218 - Vacation related to allowing non-represented employees to use vacation within fifteen (15) months of their anniversary date, and how that applied to employees who were previously covered under the union contracts that expired on December 31, 2012. Mielke indicated that he would like to return to the previous policy of allowing twelve (12) months to use vacation for all employees. A lengthy discussion followed. It was the Committee's consensus to request that policy language be drafted to include that all County employees will have twelve (12) months from their anniversary date to use their vacation and to include language that Mielke has the authority to approve requests from employees who ask for extensions to the twelve month (12) period. Rains stated he will draft language to bring to the Committee which will include how employees currently allowed fifteen (15) months to use vacation will transition to the twelve (12) month period of time. Mielke indicated he will also discuss this topic at Management Council.

Rains explained that a situation has been presented with the implementation of the new wage structure with regard to positions where progressions are awarded for additional training and experience, i.e. Social Workers I, II, Senior; Counselors I, II, III; Economic Support Specialists I, II, etc. Rains stated that this item was carried over from the last meeting to this meeting so all Committee members could be present to discuss and consider. Rains stated that a spreadsheet was emailed to Committee members, which contained scenarios for the Committee to review,

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discuss and consider. The scenarios indicate where the step placement would be for an employee if they received at least a 5% increase; where the step placement would be for an employee that would provide an increase; and how step placements were determined under the expired labor contracts. A lengthy discussion occurred regarding each of the scenarios.

Motion by Frohling to approve that employees would be placed at a step in the new labor grade that provided an increase in pay and that Mielke is granted the authority to place an employee within the first three steps of the new labor grade to be consistent with how new hires are treated. Second by Greshay. Motion carried.

The Committee reviewed the Personnel Requisitions.

Motion by Greshay to approve the Personnel Requisitions as presented. Second by Marsik. Motion carried.

One (1) Economic Support Specialist – F.T., Human Services & Health Department Two (2) Correctional Officers – F.T., Sheriff's Department – Jail Division

Leave of Absence: None.

The Committee reviewed the Salary, Wage and Status changes as presented.

<u>NEW HIRE – UNION:</u> None. <u>RE-HIRE – UNION:</u> None. <u>RECLASSIFICATION – </u> UNION: None. STEP INCREASE - UNION: Jermey W. Wolfe, Traffic Patrol Officer – 3rd Shift, Sheriff's Department – Patrol Division at \$27.52, Salary Grade SSU04, Step 5M42 effective 02-22-13. NEW HIRE: Ben D. Schiffer, Network Analyst, Information Technology Department at \$22.44, Salary Grade DC07. Step ST01 effective 01-02-13; Steven M. Boyd, Correctional Officer - Relief, Sheriff's Department – Jail Division at \$16.91, Salary Grade DC04, ST01 effective 02-22-13; Nathaniel D. Hein, Correctional Officer - Relief, Sheriff's Department - Jail Division at \$16.91, Salary Grade DC04, ST01 effective 02-22-13. RE-HIRE: None. LIMITED <u>TERM/SEASONAL</u>: Kaitlyn M. Steger, Imaging Technician – LTE, Register in Probate Department at \$8.25, Salary Grade MSC01, Step 01ST effective 01-21-13. RECLASSIFICATION: Heather M. Ehrlich, Economic Support Specialist II, Human Services & Health Department at \$18.59, Salary Grade DC05, Step ST01 effective 03-05-13; Kristen M. Ganster, Economic Support Aide, Human Services & Health Department at \$14.64, Salary Grade DC02, Step ST06 effective 01-02-13; David D. Overshiner, Counselor II – AODA, Human Services & Health Department at \$20.51, Salary Grade DC06, Step ST01 effective 01-10-13; Dustin R. Beck, Jail Supervisor, Sheriff's Department - Jail Division at \$26.65, Salary Grade DC08, Step ST04 effective 01-03-13. STEP INCREASE: None. NON-SCHEDULED INCREASE: None.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Reports: None to report.

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HR Director's Report

- a. Disciplinary Actions: None.
- b. Grievances and Arbitrations: Rains informed the Committee that he received correspondence from the President of the Sworn Union indicating that the Union had a different interpretation of the Arbitrator's award regarding step increases. He explained that the Union's interpretation would, in effect, reverse the step freeze the union agreed to in 2011. Rains stated he is working with the labor attorney to ask the Arbitrator for clarification of his award. Rains also stated that the County will be issuing the retro-pay according to the County's interpretation.
- c. Worker's Compensation: None.

Future Agenda Items:

Maly indicated that she would like to discuss an option that could be offered to new employees who are hired at the first step of the pay scale. Rains indicated he will add it to the agenda.

Future Meeting Dates and Times:

The next regular scheduled meetings of the Human Resources and Labor Negotiations Committee are **Tuesday**, **March 12**, **2013** and **Tuesday**, **March 26**, **2013** at 10:00 a.m. in room 4C of the Administration Building.

Meeting adjourned by order of the Chair at 11:30 a.m.

Richard Greshay, Secretary

Donna Maly, Char

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.